



## **STATE OF COLORADO**

### **CLASS SERIES DESCRIPTION**

**July 1, 1999**

### **COMPUTER PRODUCTION COORDINATOR**

G2B1IX TO G2B2XX

#### **DESCRIPTION OF OCCUPATIONAL WORK**

This class series uses two levels in the Administrative Services and Related Occupational Group and describes work in the processing and maintenance of data to support the execution of production schedules in a data processing environment. Positions receive and prepare incoming data for processing, keep records to track the movement and location of data throughout production, store and check out magnetic tape reels used during production, check and distribute output to customers, and maintain the contents of a tape library. Positions operate equipment, such as bursters, decollators, and thermo bonders, to prepare output for distribution. The emphasis on preparation, tracking, and delivery of data and tapes used in production separates this class series from others in a data processing operation.

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#### **COMPUTER PRODUCTION COORDINATOR INTERN**

G2B1IX

#### **CONCEPT OF CLASS**

This class describes the entry level. Work is designed to train positions for a higher level in the class series. Although tasks are similar to those of the fully-operational level, assignments are structured and performed with direction and assistance from others. Positions carry out established work processes and operations by learning to apply and follow procedures, techniques, rules, and regulations. Once training has been completed, the position is to be moved to the next level. Positions should not remain in this class indefinitely.

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**COMPUTER PRODUCTION COORDINATOR I**

G2B2TX

**CONCEPT OF CLASS**

This class describes the fully-operational computer production coordinator in a data processing environment. Positions in this class batch, code or label, and log incoming source data and tapes; calculate batch totals and verify against cumulative counts; catalog or code tapes by content, routine/subroutine, date, etc.; store, locate, and check out tapes; review and correct the error listing; check job control parameters for accuracy; check output for legibility and completeness; sort, trim, decollate, burst, label, and package output; log and distribute output; and, inspect, inventory, and clean tapes. Work in this class may also include maintaining an inventory of supplies and equipment, distributing computer supplies to customers, and recording the entry and departure of visitors.

**FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. For example, positions in this class choose from established sources of information to track and find missing tapes or reports. In this class, positions determine the speed with which tasks are completed in order to accomplish them on time and maintain the production schedule. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. For example, the choices regarding priority of work and selection of equipment will not change the expected standards for end products or service from the data processing operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. For example, choices in this class include the priority or order batches are processed, the sequence to print reports, the proper equipment to prepare output, and whether to use mail or pick up for delivery. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. For example, positions make logical choices to meet delivery commitments, such as whether to rerun or reroute a job, depending on the error found during the quality check and other delivery commitments. The equipment selected logically depends on the specific task required. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation. For example, the choices regarding priority of work and selection of equipment will not change the expected standards for end products or service from the data processing operation.

**Complexity** -- The nature of, and need for, analysis and judgment is prescribed, as described here. Positions apply established, standard guidelines which cover work situations and alternatives. For example, positions in this class follow established production schedules, quality standards, and general production priorities; instructions and standard processing procedures on logging, distribution methods, security, and equipment operation; the tape coding scheme; and requirements for allocation of resources.

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Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. For example, distribution methods are defined by the mailing or pick-up system, data entry into the tape management system is defined by the system's software, the amount of forms for printing is defined by the total number of forms needed for the job, and whether to cancel a request to mount a tape is defined by the customer's authorization. Any alternatives to choose from are clearly right or wrong at each step. For example, if a report is not located, the delivery commitment will not be met; if operating instructions are not followed, equipment will not function properly; and, if the wrong batches are processed, the output will be incorrect.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

Exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. For example, positions explain standard operating procedures and deadlines, explain how to set up access and account numbers, and collect information related to access or authorization of a customer. Positions in this class solve factual problems or errors by obtaining information used to locate missing output and to explain how to correct errors in data or transactions.

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time. For example, positions probe for information when the nature and cause of the problem is unclear so the solution is not obvious.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

**ENTRANCE REQUIREMENTS**

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

**CLASS SERIES HISTORY**

Effective 7/1/99 (KKF). Computer Production Coordinator II (G2B3) abolished as vacant. Published as proposed 4/16/99.

Effective 9/1/93 (KKF). Job Evaluation System Revision project. Published as proposed 4/26/93.

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Revised 7/1/80. Changed grade and minimum requirements on Data Control Coordinators (A2715-A2716) and Data Control Supervisor (A2717). Created Senior Data Control Coordinator (A2718).

Created 1/1/75. Magnetic Tape Librarian A & B (A2710-A2711), Data Control Coordinator A & B (A2715-A2716), Data Control Supervisor (A2717).

**SUMMARY OF FACTOR RATINGS**

<b>Class Level</b>	<b>Decision Making</b>	<b>Complexity</b>	<b>Purpose of Contact</b>	<b>Line/Staff Authority</b>
Computer Production Coord Int	na	na	na	na
Computer Production Coord I	Defined	Prescribed	Exchange or Detect	Indiv. Contributor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services